Training Transcript for Module 3
Exercise Planning

This is Module 3 — Exercise Planning of the Emergency Management Issues Special Interest Group Exercise Builder training.

In this module you will learn how to navigate and add data into the Planning section of Exercise Builder. You will develop material to aid your exercise planning activities that include:

- Identify and document your exercise planning team

- Identify the key components of your exercise scenario

- Identify the components of your exercise scenario that are related to security.

- Identify the existing mutual aid agreements (MAA) that will be tested during the exercise

At the end of the module, you will be able to generate a planning document that includes:

- The exercise purpose statement and list of participants developed in Steps 1 and 2

- A summary of the exercise scenario and security components that influence the selection of exercise participants and objectives

- A list of MAAs that will be tested during the exercise

- Any other information you feel necessary for an exercise development planning document

At the completion of this module, you will have created a planning document for your exercise and will be prepared to go to Module 4: Objectives.

- Open Exercise Builder and go to Step 3.1

The exercise planning describes how to:

- Build a contact list for your planning team.
- Develop a description of your exercise scenario.

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- Identify and develop a description of the security components in your exercise scenario.
- Select the exercise mutual aid agreements.
- Include additional information such as a meeting agenda or tasks.
- Create your planning document template.
- Generate your planning document template.

Click the Next Arrow

In this step you will build a contact list for your planning team. Your planning team will be built primarily from the responders you entered in Step 1 - Site Info.

- To add a team member, click the Add button and select a responder from the Responder Name drop-down menu.

The information for the selected responder will be automatically loaded from the data you entered into Site Info for that responder. You may change or add information for the responder, but it will not change or update the data you entered for the responder in Site Info.

- Click the OK button.

To edit or delete a team member's information, click the team member's name and then click the Edit or Delete button.

- When finished, click the Next Arrow.
- Click in the box and enter in a description of the emergency situations that are part of the overall exercise scenario and focus of the exercise.
- Click the Next Arrow.
- Click in the box and enter a description of the security components that are part of the overall exercise scenario and focus of the exercise.
- Click the Next Arrow.

Mutual Aid Agreements that you added previously in Site Info Step SI.9 will be listed in the Exercise Mutual Aid Agreements box. You may select the specific agreement individually by selecting the box in front of the agreement name, or you can select all of the agreements by clicking the Select All link.

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If you decide that you do not want all of the agreements, you may use the Deselect All link and individually select the ones that you do want.

The Down and Up buttons may be used to change the sequence of the agreements.

- Click the Next Arrow to go to Step 3.6.

This step is available to help you document any additional planning information. This might include a meeting agenda or a list of outstanding tasks to be completed.

You will be able to format the additional text either before or after you have generated your planning document template.

- Enter your information in the box and click the Next Arrow.

This page explains how the next two Steps (3.8 and 3.9) work together to produce your aggregate planning document template, which will then be used to generate the planning document.

On the following Step 3.8, you will be creating the template that will be used in Step 3.9 to generate your planning document as a single MS Word document.

Be careful not to overwrite a previously generated planning document template you want to keep when you generate a new one. You will need to make sure the templates have different names if you want to keep both of them.

- Click the Next Arrow.
- Click in the box next to the sections you wish to include as part of your planning template/document. A check mark will appear in the box to denote your selection.

Use the Up or Down buttons to change the order of the sections.

Use the Select link under Templates to change the template used for that section when generating the planning document template.

Use the Edit link under Templates to make changes to the document template for that section.

- To generate and save the template for your Planning document from the sections selected, click the Generate/Save Planning Template button.

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- Click the Next Arrow.

  - Click the Generate & Save Document: Exercise Planning link to generate, save, and open the document.

  - Click the Edit Current Planning Template link to edit the currently selected template.

  - To select a different planning template to modify or generate the planning document, click the Select a Different Planning Template link.

This completes the Exercise Planning section.

There is no activity for Module 3. You are now ready to go to Module 4 — Objectives.